



Job description

Department of Finance Government Procurement

Position number 00009168

Data Management Officer

Position details

Classification level	Level 4
Award/agreement	PSA
Organisation unit	Data Analytics and Reporting – Data Management
Physical location	Osborne Park
This role supervises (FTE)	0

Reporting relationships

Supervisor:

Position number	00008703
Position title	Manager
Classification level	Level 7

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Keyword description

This section provides a brief summary of the key functions of the position

Co-ordinates the updating and maintenance of procurement system data including registries of buyers, and suppliers, sales data, UNSPSC and other data, ensuring appropriate quality controls to maintain data integrity.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **Government Procurement (GP)**. GP is responsible for procurement at a whole-of-government level, they provide strategic procurement advice and support to the public sector of Western Australia. GP is committed to leading the development of and management of whole-of-government common use arrangements, managing the contract development process for agency specific contracts and providing policy and practice advice, implementing contracting reforms associated with the Delivering Community Services in Partnership Policy, and underpin goods and services procurement activity across the sector.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Data Management:

- Coordinates the day-to-day management of buyer, supplier, sales, UNSPSC and other data;
- Completes verification and quality control activities to ensure data integrity;
- Contributes to the ongoing development and continuous improvement of data administration;
- Oversees data layout, quality assurance and data updates in consultation with Contract Managers and other stakeholders;
- Monitors procurement data to ensure it is consistent with UNSPSC standards.

Data and System Administration:

- Maintains and configures buyer, supplier, UNSPSC and other data information using software applications;
- Extracts data for procurement analysis and reporting;
- Loads buyer, supplier, sales data, UNSPSC and other data into the Test and Production (live) environments;
- Liaises with technical staff in relation to general system functionality;
- Identifies and resolves problems, or escalates to senior technical staff as required;
- Assists in the design and construction of reports from procurement data;
- Actions test plans relating to the data and functionality of the procurement applications.

Other:

- Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

- Demonstrated experience in database management and application configuration;
- Good analytical and problem solving ability;
- Experience using SQL in a data warehouse environment;
- Good organisational skills, with the ability to prioritise work and meet tight deadlines;
- Good interpersonal and communication skills, with the ability to work independently or as part of a team.

Desirable:

- Knowledge of business processes and procedures within the public sector;
- Tertiary qualifications in a relevant discipline.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *Geraldine Bergeon SHRC 03/10/2019*